

SES Performance Management System

Department of Commerce

1. System Coverage

This agency's SES performance management system(s) applies to all senior executives covered by subchapter II of chapter 31 of title 5, United States Code.

2. Appraisal Period

We have established an official performance appraisal period for which an annual summary rating must be prepared. This appraisal period is:

October 1 to September 30

We have established a minimum period of performance that must be completed before a performance rating can be given. The minimum appraisal period is:

90 Days

3. Summary Performance Levels

There are at least three summary performance levels for each system: one or more fully successful levels, a minimally satisfactory level, and an unsatisfactory level.

Number and description of summary performance levels:

5 summary performance levels

Outstanding

Commendable

Fully Successful

Minimally Acceptable

Unsatisfactory

We have developed a method for deriving summary ratings from appraisals of performance against performance requirements. This method ensures that only those employees whose performance exceeds normal expectations are rated at levels above fully successful.

4. System Structure

There is one agency wide system and one pilot three level system in one bureau.

5. System Components

In accordance with 5 CFR 430.304, our SES performance management system(s) provides for:

Planning and Communicating Performance

Developing performance plans for each senior executive that describe the critical elements of the senior executive's work and any other relevant performance elements and describe the level of performance expected for fully successful performance. Elements and requirements will reflect individual and organizational performance expectations and will be consistent with the goals and performance expectations in the agency's strategic planning initiatives.

Developing plans in consultation with the senior executives and communicating the plans to them on or before the beginning of the appraisal period.

Monitoring Performance

Monitoring each senior executive's performance during the appraisal period, providing feedback on progress in accomplishing the performance elements and requirements in the performance, and providing advice and assistance on how to improve performance.

A progress review at least once during the appraisal period.

Appraising and Rating performance

Appraising each senior executive's performance in writing.

Appraisals will be based on individual and organizational performance, taking into account such factors as

- " Results achieved in accordance with the goals of the Government Performance and Results Act of 1993;
- " Customer satisfaction and employee perspectives;
- " The effectiveness, productivity, and performance of the employees for whom the senior executive is responsible; and
- " Meeting affirmative action, equal employment opportunity, and diversity goals and complying with merit system principles.

Developing a written initial summary rating and sharing that rating with the senior executive, review by a higher level official, review and recommendations by the Performance Review Board to the appointing authority, and an annual summary rating by the appointing authority at the end of the appraisal period.

Using Performance Results

Using performance information as a basis for adjusting pay, granting rewards, assessing continuing development needs, removing senior executives, and making other personnel decisions.

6. Performance Review Boards (PRBs)

We have established PRBs to make recommendations to the appointing authority on the performance of our senior executives and have appointed members in accordance with 5 CFR 430.310.

7. Training and Evaluation

We will provide appropriate information and training to supervisors and senior executives on performance management, including planning and appraising performance.

We will periodically evaluate the effectiveness of our performance management system(s) and implement improvements as needed.

AGENCY HEAD CERTIFICATION

I certify that the agency's SES performance management system, and any subordinate systems, and the use of appraisal results conform or will conform to applicable law and regulation by the beginning of this agency's next appraisal cycle. I request OPM approval of this performance management system.

(Signature of Agency Head or Designee)

(Date)